

MANAGING MOTEL ACCOMMODATIONS

7557

(Revised 1996)

Pursuant to Section 5.02 of the Memorandum of Understanding (MOU) ([see exhibit](#)) between CDF and CDFEA, employees may be permitted to rest, sleep or freshen up using motels while off shift during emergency incidents. A copy of the MOU language is provided in the exhibit for Section 7557.1 below. Since motel use is an agency-specific item, the position of motel technical specialist (T/S) has been created to handle motel accommodations for incident personnel on fires ([see exhibit](#)).

On CDF incidents, the incident commander, Operations chief or Logistics chief can supervise the Motel T/S position. On multi-jurisdiction incidents, direct supervision is done by the CDF agency representative.

MOTEL TECHNICAL SPECIALIST RESPONSIBILITIES

7557.1

(Revised 1996)

As with any incident assignment, the motel technical specialist's first priority is to **obtain an order and request number**. If the Motel T/S checklist form is used ([see exhibit](#)), all pertinent information is in one place.

The significant piece of information on the top of this form is the name of the contact person. After checking in at the incident, the Motel T/S should **find the contact person and obtain complete directions on responsibilities**. The contact person may be the incident commander, the CDF agency representative, Logistics Section chief, or Facilities Unit leader.

The Motel T/S position requires dedication and hard work as the position wears many "hats." Responsibilities include:

- Administering the provisions of Section 5.02 of the MOU for Bargaining Unit 8 for motel use at the incident ([see exhibit](#)).
- Representing CDF in negotiations with independent business people.
- Managing the assignment of personnel to motels in order to meet the needs of the incident.
- Establishing priority for a fair distribution of motel accommodations when there are more personnel than beds available.
- Acting as an intermediary between incident personnel and the motel staff; resolving disputes or complaints directed from either group toward the other.

- Maintaining accurate records and overall fiscal accountability so neither the state nor the motel gets less than agreed upon.

ESTABLISHING THE MOTEL TECHNICAL SPECIALIST

7557.2

(Revised 1996)

The Motel T/S needs to set up operations as quickly as possible following assignments to the position. This involves determining incident needs, establishing a point of operations, meeting employee notification requirements and remaining generally accessible to employees and motel staff. These initial tasks are described below.

Other tasks, such as negotiating and managing use agreements with motels, are discussed in later sections (see 7557.3 on arranging motel use, 7557.4 and 7557.5 on room assignment, 7557.6 on room key management, 7557.8 on conflict resolution, and 7557.9 on accountability and paperwork requirements).

A checklist is provided ([see exhibit](#)) to assist the Motel T/S in keeping track of tasks.

DETERMINING INCIDENT MOTEL NEEDS

7557.2.1

(Revised 1996)

Determine the approximate number of personnel for which accommodations are needed. The incident commander may be a good contact. As the incident becomes more complex, the Motel T/S will need to be in contact with the Resource Unit at least twice a day to estimate room needs for the next 24-hour period.

It is especially important to **remain aware of additional personnel as the incident develops or of the decrease in personnel through the demobilization process.** This helps prevent being under- or over-committed on rooms. Changes in the number of rooms required must be communicated as quickly as possible to motels (see Section 7557.3.3 for managing the financial impact of changes in the number of rooms needed).

Where the number of rooms needed is greater than availability, identify the employee who have priority for motel use. Priorities are presented in Section 7557.4 (CDF employees) and 7557.5.1 (CNG and CWN helicopter pilots). Remember, motel accommodations are never assigned on a first-come first-served basis.

CHOOSING A POINT OF OPERATIONS

7557.2.2

(Revised 1996)

The Motel T/S needs to be in an area easily available to CDF employees when they are ready to go off shift. The Motel T/S is one of the most popular individuals assigned to an incident; everyone wants to know who that person is and where he/she can be found. Depending on the complexity of the incident, the Motel T/S should operate either out of a location assigned by the Facilities Unit leader or some type of vehicle. The point is: **determine a permanent point of operation which is easy for off-shift personnel to locate.**

POSTING THE MOTEL POLICY STATEMENT

7557.2.3

(Revised 1996)

Once the point of operation has been established, **conspicuously post a copy of the department's motel policy statement** (see exhibit) and be sure that all personnel have read and understood it. **Also post the motel policy at each motel.**

And finally, if the situation requires, issue a copy of the motel policy statement to **each** person going off shift. (This is to ensure that each employee is aware of his/her responsibility.)

ACCESSIBILITY TO THE MOTEL TECHNICAL SPECIALIST

7557.2.4

(Revised 1996)

On a typical incident the Motel T/S should **be at the post beginning at 0500/1700 and not leave until every person going off shift has been accounted for.** On incidents with prolonged shift change operations, the Motel T/S should make an attempt to leave instructions with other incident base personnel, crew tech specialists, etc.

The Motel T/S should **schedule absences at times other than during shift change** in order to be immediately available to provide off shift personnel with specific instructions directing motel use, locations, etc.

Although there will be times when leaving the post is necessary, the Motel T/S should check in and out, leaving instructions on where he/she can be found. This information can be left with the time unit, immediate supervisor or other technical specialists.

Other documents relevant to sections above include:

Motel Technical Specialist Checklist and Motel Technical Specialist Kit Checklist (see exhibit).

Excerpt from MOU for Bargaining Unit 8 (see exhibit)

Motel Policy Statement ([see exhibit](#))
Motel Desk Clerk Instructions ([see exhibit](#))
CDF Motel Check-in Voucher ([see exhibit](#))

CDF 500, Daily Motel Roster
CDF 501, Motel Rental Agreement

This document ([see exhibit](#)) provides a checklist to be used to keep track of information needed by the Motel T/S. Because of the fairly limited use, forms will not be printed. The Motel T/S should make copies from the exhibit.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

ARRANGING MOTEL USE

7557.3

(Revised 1996)

The primary purpose of assigning a Motel T/S is to provide a single contact person for CDF personnel and motel management staff. This eliminates confusion after the smoke has cleared and everyone has gone home. The Motel T/S must be able to represent CDF in a professional manner and negotiate the best possible agreement that will protect the state's interest, yet still provide equitable payment for services received from the motel(s).

Guidelines are provided in the following subsections to assist the Motel T/S in selecting the motel, conducting negotiations, and establishing financial arrangements.

MOTEL SELECTION

7557.3.1

(Revised 1996)

It will be easy to make a motel selection if there are only a few motel available. However, in the event there are many to choose from, find the motel(s) that meet CDF's needs at the least cost for the services provided (but not necessarily the overall cheapest motel).

Franchise operations will usually meet CDF's needs. High-end operations should only be considered if other less expensive facilities are not available. Independent or small motel operations may not be able to accommodate the department due to the time involved in receiving payment. **Be sure to explain the payment process.**

Before making a final selection, **take the opportunity to inspect a typical room.** Obvious health or safety hazards are cause to consider other available accommodations. Other points to consider:

- Consider the distance between the incident and the motel(s), seasonal availability, the day of the week, etc.

- Attempt to **find a single facility** that can accommodate all incident personnel; as the incident becomes more complex, however, additional motel resources may be needed.
- Remember, the employees are to be there for rest--not recreation. Amenities such as swimming pools, spas, restaurants or drinking establishments should not take precedence over basic accommodations.
- Other considerations may include on-site, or the proximity of, laundry facilities.

CONDUCTING NEGOTIATIONS

7557.3.2

(Revised 1996)

- Negotiate with an understanding of the number of motels available locally. **The more motels available, the stronger the state's bargaining position** when negotiating with any one of them.
- If at all possible, **make all negotiations directly with the manager of the motel.** The manager is more likely to authorize special arrangements.

Negotiate rooms based on double occupancy. The use of double room is required to minimize costs and to maximize the number of beds available for personnel. Single rooms should be used based only upon an odd number of personnel.

Explain the department's position of double shifting motel accommodations during each 24-hour period, with clean linen and towels required every shift change. Some motels balk at this proposal based upon their increase in overhead costs. Be prepared to offer a negotiated room surcharge over the basic room rate if necessary--not greater than \$5/day. See "financial arrangements" in the next subsection.

Motels located in high use or recreation areas present another significant set of problems to the Motel T/S. Depending on the day you begin negotiating with them, the specialist should **be prepared to make concessions to motel operations.** See "financial arrangements" in the next subsection regarding a guaranteed payment provision.

Time constraints may make verbal commitments and agreements unavoidable (at least initially); however it is important to **finalize all negotiations in writing.** See a copy of the CDF 501, Motel Rental Agreement that can be used as a guideline, or make a copy and use it for the actual instrument negotiated between the two parties.

FINANCIAL ARRANGEMENTS

7557.3.3

(Revised 1996)

This subsection deals with financial considerations when setting up the use agreement. Additional financial instructions relating to record keeping and closing out the agreement can be found in Section 7557.9.

As indicated earlier in this handbook, part of the Motel T/S's responsibilities include representing the state as a contracting agent; as such he/she needs to get the greatest return for the state's expenditure. The state is only obligated to pay for the use of the room. Any other costs, including room service or other amenities of the motel are exclusively the responsibility of the individual employee. In addition:

- Make note of any deficiencies or damages present in the rooms; this can prevent the charges for damage against the state.
- The agreement should note that the state will not pay the cost of calls made from the motel (see Section 7557.7).
- As noted earlier, some motels may not agree to provide linen and towels at every shift change unless offered a surcharge over the basic room rate. This **surcharge should not exceed five dollars per room per day.**
- If the Motel T/S believes that the incident will continue through a period of heavy public demand for the motel's services, **it may be necessary to offer the motel a guaranteed payment provision** (even if the incident makes a significant turn toward demobilization). This will be a judgement call; be prepared to defend it. The Motel T/S should discuss this possibility in advance with the immediate supervisor at the incident.

If a guarantee appears necessary, advise the motel management that the state will guarantee payment for a predetermined number of rooms and days (usually Friday and Saturday nights) even if it later turns out that the incident does not actually need the accommodations. **It may be possible to minimize this cost** if the guaranteed payment can be cancelled by 1700 (but this must be negotiated in advance).

- **Attempt to get the motel to accept an SPO** for payment. Be prepared to advise the motel staff of payment time frames. However, indicate that they can receive payment sooner based upon a negotiated discount, usually 1/2 of 1 per cent. Do not advise the motel of the DPV option unless it has already refused to accept an SPO.

See also Section 7557.9 for additional instructions on closing out the SPO, including treatment of sales tax.

- If it is anticipated to use a motel for more than one day, **request that invoicing be done on a daily basis.** Then one SPO can be used for the duration of the incident rather than writing one for each day of use.

- There may be an overlap of charges due to the difference between incident time frames and motel time frames. **It may be necessary for the state to pay for room charges based upon 24-hour time periods.**

The first use of motels typically happens in the morning, then the operational period concept develops. It is best to **arrange reconciliation and invoicing at approximately 1800** to cover the first use and subsequent 24 hours. A new billing cycle would begin at 1800 the following day and continue on that basis until you reconcile the final period of use for billing procedures when crews are not able to use rooms.

- Each incident will need to **determine the most appropriate billing schedules.** For example, a room is used by a single occupant during one operational period and is used as a double during the other period; then the higher room rate could prevail for the 24-hour period.
- **Obtain the motel's concurrence in billing for charges based upon the motel roster form** even if they use their own registration forms for check-in and occupancy records. See CDF-500, Daily Motel Roster and Motel Desk Clerk Instructions ([see exhibit](#)).

The motel roster form should be reviewed together by the Motel T/S and the motel manager during EACH operational period for accuracy and accountability. After accounting and verification, the Motel T/S and the motel manager should both sign the form on the spaces provided. Combined with a daily invoice, **this roster will represent the actual cost the state will pay** for that operational period or day.

In order for this process to work, all off shift personnel **MUST** be advised to contact the Motel T/S at the end of each shift to obtain correct room assignments. Also, they must check in and **LEGIBLY** sign the roster at the motel registration desk. (At this time the Motel T/S can also request smoking or non-smoking rooms for personnel).

- **Payment paperwork is the responsibility of the Motel T/S** and is outlined in greater detail in Section 7526.8. However, the Finance Section is sometimes able to assign someone to assist. If the Motel T/S handles it, he/she should have a supply of SPOs (at least 5), before leaving for the assignment. (It is also wise to have a supply of file folders or large manilla envelopes, note paper, pens, pencils, paper clips, etc.)

ROOM ASSIGNMENT PRIORITIES FOR CDF EMPLOYEES

7557.4

(Revised 1996)

Assigning of personnel to motels was briefly addressed in Section 7557.1. All staff need to be aware that **motels are not an automatic right**. The MOU provides the policy foundation for access to and conditions of use of motel services on going incidents.

Remember, assigning personnel to rest in motels is never made on a "first come, first served" basis. Generally rooms are made available to CDF incident personnel (and CDF-ordered helicopter pilots) according to the following priority and depending on motel availability:

- CDF and CDF-ordered helicopter pilots (see Section 7557.5.1 below on CDF-ordered pilots).
- CDF fire crew captains.
- CDF operations personnel (line staff).
- CDF engine crews.
- CDF incident base personnel.

NOTE: CDF helitack crews also need to go through the Motel T/S.

CDF personnel are not automatically entitled to a room at the end of each shift. With limited room availability, the Motel T/S must consider who has been out the longest or has worked the most arduous assignments. In addition, equality of access is important. Thus, if rooms are limited the Motel T/S must develop a fair rotation so that all personnel have an opportunity to use them (after considering the priority guidelines and any special rest needs).

Although the MOU's motel policy is directed toward rank and file employees, the department allows for assigning other CDF employees, regardless of rank, to motel accommodations. For example, a battalion chief assigned as an engine strike team leader could be assigned to a motel along with the engine strike team, if rooms are available.

The Motel T/S should expect to deal with tired and perhaps difficult employees. The specialist may have to be firm (but fair) with personnel who demand motel accommodations. Extremely difficult employees should be referred to the Motel T/S's immediate supervisor.

NOTE: The job is to arrange motel accommodations for off shift personnel; the Motel T/S is not required to make off-shift transportation arrangements for them, nor provide wake up services. **This is the individual's responsibility.**

MOTEL USE BY NON-CDF FIRE PERSONNEL

7557.5

(Revised 1996)

On a CDF-only fire, motel accommodations are not usually a problem; on a multi-agency fire problems will arise quickly if CDF's basic responsibilities are not understood and

spelled out early. Subsections 7557.5.1 through 7557.5.3 describe how to handle CDF ordered helicopter pilots, paid call firefighters and volunteers, and non-CDF fire personnel whose labor contracts require motel accommodations.

CDF is not otherwise responsible to provide motel accommodations for other contract vendors or personnel from other agencies and the Motel T/S should not do so unless specifically directed by his/her chain of command. This must be clarified very early in the incident.

The primary issue is to remember that the Motel T/S is acting as an agent for CDF. The use of motel accommodations is a negotiated agreement **for employees of this department**; it is not a guaranteed or provisional right to any, and the payment for such accommodations by the state does not extend to non-CDF incident personnel except as noted in this section and the sections below.

CNG AND CWN HELICOPTER PILOTS

7557.5.1

(Revised 1996)

The state is obligated to provide motel accommodations for California National Guard (CNG) and call-when-needed (CWN) helicopter pilots, but only if CDF has ordered their use on a **CDF order number**. Accommodations must be provided (if available) even if this requires the exclusion of CDF (non-pilot) personnel.

On the other hand, if CWN or CWN helicopter pilots have been ordered by another agency on a multi-jurisdiction incident, then that agency has the primary responsibility to arrange for motel accommodations. If necessary, CDF can assist with motel placement but payment must be arranged by the ordering agency. The CDF Motel T/S should make it clear to the motel and the pilots that the state does not have payment responsibility in this situation (i.e., when CDF is not the ordering agency).

CDF is **not** usually responsible for providing rooms for CNG support personnel (such as those at SACMAC). In addition, if CDF provides accommodations to CWN helicopter pilots and **if their contract includes per diem, the pilots may still be provided lodging at our expense, but the cost of the lodging must be deducted from their payment**. Contact the Finance Section to determine if CWN helicopters are on per diem and are supposed to have lodging deducted from their payment. If that is the case, provide Finance with a separate invoice for those individuals.

PCF OR VOLUNTEER FIREFIGHTERS

7557.5.2

(Revised 1996)

A good rule of thumb is to provide room accommodations for paid call firefighters (PCFs) if they are assigned to a **state** engine. Otherwise do not assign them a room unless so directed by the authorized person in control. **Have this clarified early to prevent any confusion.**

Where room assignments are made to PCFs, rank is not an issue.

NON-CDF FIRE PERSONNEL WHOSE MOU REQUIRES MOTELS

7557.5.3

(Revised 1996)

Generally, when CDF requests assistance by hire from other agencies, we reimburse them only for their direct costs as established by that agency's own operating procedures and MOUs. If motel accommodations are provided by policy by that agency, then CDF may arrange for motel accommodations for that agency's employees (if requested), but will not pay for those costs directly. The initial **payment MUST be made by the outside agency** with reimbursement to them through the normal billing process.

Note that CDF is not obligated to arrange for motel accommodations for these personnel. If requested, and if CDF can handle the workload, the Motel T/S may arrange for rooms but **MUST** make it clear to the outside agency and to the motel that the state will not pay the motel directly for the services. In addition, **CDF will not reimburse the outside agency after the fact unless the provision of motel room is an established part of the agency's cost of doing business.** This issue **must** be addressed early in the incident with the Motel T/S's supervisor so that incident command and agency representatives are aware of the state's policy.

ROOM KEY MANAGEMENT

7557.6

(Revised 1996)

One of the most significant workloads the Motel T/S will face is room key management.

On small incidents the Motel T/S can personally assign motel room keys, allowing personal knowledge of occupancy by motel and room number. However, even on small incidents a frequent problem is that tired employees tend to bypass the registration desk when they arrive at the motel. This diminishes accountability and makes reconciliation with the motel manager difficult.

On large or complex incidents, or when more than one motel is being used, the Motel T/S will not be able to maintain a personal knowledge of room assignments. Instead, the specialist should maintain a list of motels engaged and list each person, strike team, etc. under the motel they were sent to. This will facilitate any recall or other necessary contact with those employees regarding change in their status i.e., demobilization, reassigned to another fire, etc.

The following is a recommended procedure that will facilitate key management, room assignments and general accountability:

- Specify that **personnel going off shift must check in with the Motel T/S in order to get a room.** It is the employee's responsibility to contact the Motel T/S for motel assignment, not the specialist's responsibility to track down the employee.
- When personnel check in with the Motel T/S, the specialist will assign them to a specific motel (as applicable). If motel check-in vouchers (see exhibit) are used, **issue the vouchers at the time of motel assignment and notify the motel staff that vouchers are in use.** This way lodging will be denied to anyone not presenting a voucher when they check in.
- Instruct personnel to check in at the registration desk of the motel to which they've been assigned. Motel staff will assign rooms after the employee(s) has (have) been signed in on the motel roster form. A room key will then be issued.

If personnel need to be recalled to the incident by name, the motel has accurate information as to who is in any given room. By allowing the motel to manage the key control the Motel T/S has reduced the number of trips he/she needs to make--one less item to worry about.

- The employee **must** return the room key when checking out. This alerts the motel that the room is vacant and in need of service.

TELEPHONE USE

7557.7

(Revised 1996)

Part of the orientation of both the motel manager and off shift personnel should include **specific** instructions regarding the use of in-room telephones:

- The state **will not** pay the cost of calls made from motels.
- **Employees must make prior arrangements for payment with the motel desk** for any phone charges from their rooms either by collect or using personal or business credit cards.
- If the front desk has the capability to turn off "dial out access" for telephones, request that they do so, as long as incoming calls can still be received.

CONFLICT/DAMAGE CLAIM RESOLUTIONS

7557.8

(Revised 1996)

The use of motels by incident personnel can be a very sensitive issue at times. Incident operations can put a strain on motel staff while personnel, depending on their assignments, can come in dirty and with short dispositions.

Any disorderly conduct by any CDF personnel can have a significant impact on the department. The trickle down effects could involve barring CDF use of a motel and/or a less than desirable reputation for the department. The Motel T/S is required to resolve any problems/disputes that may arise between the parties involved.

Complaints lodged by the motel

If for any reason the motel has lodged a complaint against CDF, the Motel T/S should be available to clarify or resolve any problems as quickly and efficiently as possible. The following steps should be taken:

- A. Identify the individual(s) involved in the complaint and determine whether the person(s) named are CDF employees.
- B. Have all personnel involved available, collect facts relating to the complaint, and try to come to some sort of resolution.
- C. If it is determined that a CDF employee has been involved in misconduct, the specialist has the authority to immediately remove this person from the motel to which he/she has been assigned. The employee may be reassigned to another motel if other accommodations are readily available.
- D. In all situations involving misconduct by a CDF employee, the specialist should notify the appropriate authority, i.e., the employee's supervisor, security manager, etc. for appropriate action. If the misconduct is deemed to be serious, the matter should be brought to the attention of the incident commander for **immediate** action.
- E. Remain available to the motel management until the problem is completely resolved.
- F. Prepare a written narrative regarding the situation and forward it through the proper channels. The narrative should include the following information:
 - The incident name and number; fire number.
 - The name of the motel and the name of the person making the complaint.
 - The nature of the complaint and the identity of individuals.
 - The validity of the complaint - **how was it verified?**
 - What was done to immediately resolve the problem?
 - Was the motel management satisfied with the resolution?
 - What more needs to be done?

The narrative should be directed to either the CDF incident commander or to the CDF agency representative.

Generally, CDF has maintained a good relationship with motels as most disputes or disagreements can be resolved quickly by using good judgement. The majority of our employees recognize the sensitivity of using motels and act responsibly.

Complaints from CDF personnel

Complaints against motels usually are simple in nature; no towels, too much noise, no hot water, no clean linen or housekeeping staff inadvertently coming into the room. Generally, notifying housekeeping will resolve the majority of concerns.

Employees may sometimes need to be reminded that even though the complaint may be valid, this does not give them the right to become disrespectful or belligerent toward the motel or its staff. Employees need to be made aware that CDF is disrupting a normal business operation and that every attempt is being made to accommodate us. **The alternative to motels is the rest area in the incident base.**

Employees may also complain about the use of double rooms. They may need to be reminded that the department's incident motel policy is that employees will use double rooms, regardless of rank. (The single exception is when there is an odd number of personnel or for the separation of employees by gender, i.e., a lone female fire fighter assigned to an engine crew.)

In the event a motel claims damages

If a motel claims that CDF employees caused damages, the Motel T/S should notify the Finance Section (the Compensation for Injury/Claims Unit, if that unit has been established) and assist as directed in obtaining facts related to the alleged damages. At no time should any admission of responsibility be made. The motel manager should be advised that claims for damages may be submitted to the Board of Control for adjudication. The Finance Section should be able to provide a notice of the mailing address so that claims forms can be obtained.

To prevent erroneous claims, motel rooms should be inspected before use to ascertain their condition. Records of pre-existing damages should be maintained as part of the file on the motel.

Maintaining goodwill during the payment process

The Motel T/S may be in position to assist the motel management at a later date if a problem develops with payment for services. Although the first instinct might be to tell them to contact the responsible unit finance office, to maintain goodwill it is recommended that the Motel T/S leave a number where he/she can be contacted in the future. When/if payment problems arise, if the Motel T/S can make a few phone inquiries

about the status of payment and then get back to the motel manager, the motel is going to be willing to continue to do business with the state.

Remember, CDF may need to use the facilities in the future. One of our major purposes is to foster goodwill and project a professional image, even long after an assignment.

ACCOUNTABILITY AND RECORD KEEPING RESPONSIBILITIES

7557.9

(Revised 1996)

The Motel T/S acts as a contracting agent for the department. The primary responsibility is to contract for motel accommodations for CDF personnel on an incident, to maintain an up-to-date record on the assignment, and to ensure the accountability of expenditures for these accommodations. To do this, **set up a file for each motel used and keep the SPO, a copy of the Provisional Use Agreement and all receipts received for that motel.**

When negotiating for motel accommodations be sure to **provide a written agreement between the department and the vendor.** This reduces the chances of unsubstantiated charges levied against the state after the fact.

It is essential to **contact each motel daily.** They **must** be notified of significant changes which could affect their normal operations. As the needs of the incident change, either up or down, be aware of any impact this may cause, especially when it may affect the motel or other commitments to the general public.

Completion of Assignment

After completing the assignments as the Motel T/S, the specialist should give all completed documents to the appropriate responsible person i.e., the incident commander, the Finance Section chief, the CDF agency representative (or the specialist may have to keep them and submit them based upon past practices).

When the motel SPO has been finalized, provide the manager with the vendor copy (white), a copy of all motel roster forms, and a copy of any written agreement. Also, provide him/her with a phone number to the responsible unit finance office.

One significant situation that develops when renting rooms from motels is their **handling of the state sales tax.** Typically CDF fills out an SPO and arrive at a sub-total, then the sales tax is applied to the sub-total. Motels treat the renting of rooms, regardless of how many they rent to a single purchaser, as a single transaction for each room rented. They tax each room separately, thus the total when comparing the two systems of applying sales tax will be different.

The easiest way to handle this is to allow the motel to continue their practice; on the SPO use one line for each invoice, tax included, instead of separating the tax amount.

Be sure to code the documents correctly, including the agency billing code, index number and PCA code. Any incident expenses, regardless of whether or not it is a CDF-only incident, will be coded to the responsible unit headquarters. Review or have access to the Accounting Procedures Handbook (3600) or the Incident Fiscal Management Handbook (3800), Section 3762, CALSTARS Codes.

For incidents where CDF has responded at the request of another agency, i.e. USFS, Ventura County, etc., request specific coding information from the CDF agency representative. Remember that the renting of motel rooms is not a commodity. Therefore, do not enter the special delegation number of the SPO; enter the printed word **SERVICE**.

For the Motel T/S's own protection and information, he/she should keep copies of all documents associated with his/her assignment. And, as noted in Section 7526.8, it helps to remain available to motel management even after the incident is over in the event that a payment problem arises. Maintaining good will helps ensure that motel facilities will be available in the future.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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